



## CALIFORNIA DEPARTMENT OF PUBLIC HEALTH CAREER EXECUTIVE ASSIGNMENT EXAMINATION ANNOUNCEMENT

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation. It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing Civil Service, and the special trust placed in public servants.

<b>DEPARTMENT:</b>	CALIFORNIA DEPARTMENT OF PUBLIC HEALTH	<b>RELEASE DATE:</b>	Thursday, December 5, 2013
<b>POSITION TITLE:</b>	Chief, Maternal, Child, and Adolescent Health (MCAH) Division	<b>FINAL FILING DATE:</b>	Friday, January 10, 2014
<b>CEA LEVEL:</b>	CEA A	<b>EXTENDED FINAL FILING DATE:</b>	Friday, February 28, 2014
<b>SALARY RANGE:</b>	\$ 6,173.00 - \$ 8,874.00 / Month	<b>BULLETIN ID:</b>	12052013_3

### POSITION DESCRIPTION

Under the administrative direction of the Deputy Director, Center for Family Health, the CEA serves as the Chief of the Maternal, Child, and Adolescent Health (MCAH) Division. The mission of the Division of Maternal, Child, and Adolescent Health (MCAH) is to protect and improve the health of California's women of reproductive age, infants, children, adolescents, and their families. The Division Chief, MCAH is responsible for the oversight, management and policy direction of all programs, systems, scientific analysis and program operations within the Division.

The Division Chief, MCAH is directly involved in making program policy, planning and organizational decisions. The incumbent consults with and collaborates with high level representatives from other departmental programs and from other state agencies to communicate MCAH program goals and policies. The incumbent develops and maintains statewide programs, systems and procedures that will reduce health disparities and promote improved health outcomes for the safety and protection of California's women, children and families. The incumbent establishes statewide programs and strategies that link the MCAH population to needed medical, mental, social, dental, and community services to promote equity in access to quality services.

The Division Chief, MCAH establishes and maintains a wide variety of professional working relationships. The incumbent communicates and participates in venues on federal, state and local agency levels, provides in-depth consultation and interpretation of program policy to other divisions within the CDPH, various task forces and committees, and participates in budget preparation and expenditure controls and fiscal systems required to support the MCAH programs. The incumbent works directly with other members of the CDPH executive management team to communicate, coordinate and collaborate on public health program activities and make best use of the Department's staff and resources while delivering services and programs to achieve health equity

and eliminate health disparities in the state.

**\*\*Pending CalHR review and approval a higher salary may be considered\*\***

## **MINIMUM QUALIFICATIONS**

Applicants must meet the following minimum qualifications:

### **Either I**

Must be a current State civil service employee with permanent civil service status, as defined in Government Code Section 18546.

### **Or II**

Must be a current or former employee of the Legislature, who resigned or was released from service within the last 12 months, and with two or more consecutive years of service as defined in Government Code Section 18990.

### **Or III**

Must be a current or former nonelected exempt employee of the Executive Branch of **government** who resigned or was released from service within the last 12 months, and with two or more consecutive years of service (excluding those positions for which the salaries are set by statute) as defined by Government Code Section 18992.

### **Or IV**

Must be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code Section 18991.

## **KNOWLEDGE AND ABILITIES**

Applicants must demonstrate the ability to perform high administrative and policy – influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

(1) Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; and personnel management techniques; the department's or agency's Equal Employment Opportunity Program objectives; and a manager's role in the Equal Employment Opportunity Program.

(2) Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislature and Executive branches; analyze complex problems and recommend effective courses of action; and prepare and review reports; and effectively contribute to the department's or agency's Equal

### Employment Opportunity objectives.

These knowledge and abilities are expected to be obtained from the following kinds of experience with substantial participation in the formulation, operation and/or evaluation of program policies (experience may have been paid or volunteer; in State service, other government settings, or in a private organization):

**CEA Level A** Responsible for broad administrative and program activities, including the execution and/or evaluation of program policies.

**CEA Level B** Responsible for extensive managerial and program administration or broad program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies.

**CEA Level C** Responsible for extensive highly professional influence and contributes to program, policy, and the methods to provide professional services needed to set policies, to meet the mission of the State department and often exercising technical and or professional skills that are required at this level.

### DESIRABLE QUALIFICATION(S)

- Demonstrated administrative and program management experience, which includes participation in the formulation, operation and evaluation of program, fiscal, and personnel management policies.
- Knowledge in all aspects of the interrelationships of federal and state public health programs, including funding, program development.
- Demonstrated ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff as well as to analyze administrative policies, organization, procedures and practices.
- Experience in establishing effective working relationships with representatives of all levels of government, the public, and the Legislature and Executive branches.
- Experience in building community relationships and increasing public knowledge and information access.

### EXAMINATION INFORMATION

A minimum rating of 70% must be attained to obtain list eligibility. Hiring interviews may be conducted with the most qualified candidates. All candidates will receive written notification of their examination results. The result of this examination will be used only to fill the position of **Chief, Maternal, Child, and Adolescent Health (MCAH) Division**, with the **CALIFORNIA DEPARTMENT OF PUBLIC HEALTH**. Applications will be retained for twelve months.

*The results of this examination will be used only to fill this position.*

A minimum rating of 70% must be attained to obtain list eligibility. Hiring interviews may be conducted with the most qualified candidates. All candidates will receive written notification of their examination results. The result of this examination will be used only to fill the position of Chief, Maternal, Child, and Adolescent Health (MCAH) Division, with the CALIFORNIA DEPARTMENT OF PUBLIC HEALTH. Applications will be retained for twelve months.

The examination process will consist of a Supplemental Application. Applicants are required to respond to all five supplemental items that follow. These supplemental items are designed to identify job achievement in specific areas that demonstrate ability to successfully perform at the CEA A level. Responses to the supplemental items will be assessed based on pre-determined rating criteria. In appraising the relative qualifications of candidates, consideration will be given to the extent and type of pertinent experience and education over and above that required under the minimum qualifications.

Each applicant for this examination must complete and submit his/her responses to all five supplemental items that follow. Supplemental responses and your application must be postmarked, personally delivered, or received via interoffice mail by the final filing date. Applications received without responses to the supplemental items will be rejected.

When responding to the supplemental items, applicants must follow these guidelines:

- Your responses must be typewritten or generated by word processing on 8 1/2" x 11" paper, using no smaller than a 12 point font.
- Your responses must be limited to one page per item.
- Identify each page with your full name.
- Make sure your responses are complete, specific, clear, and concise.
- Answer each numbered item separately indicating the corresponding item number for each response.

1. Your leadership ability including techniques of organizing and motivating groups and/or employees, and your ability to deal effectively with a variety of individuals, community organizations, state agencies, and local governments.
2. Your experience in managing operations of program, including setting priorities, directing the work of multidisciplinary professional and administrative staff, and managing a large budget.
3. Your experience with boards or legislative bodies, the budgetary processes, control agencies, and other governmental entities.
4. Your experience in building community relationships and increasing public knowledge and information access.
5. Your knowledge of and experience with programs to improve public health outcomes, particularly for under-represented communities.

## **FILING INSTRUCTIONS**

### **Interested applicants must submit:**

- A completed Standard State Application (Form 678).
- Responses to the Supplemental Items listed above.

**Applications must be submitted by the final filing date to:**

CALIFORNIA DEPARTMENT OF PUBLIC HEALTH, Human Resources Branch

P.O. Box 997378, MS 1700-1701, Sacramento, CA 95899-7378  
Patti Landaker | (916) 552-9369 | [Patti.Landaker@cdph.ca.gov](mailto:Patti.Landaker@cdph.ca.gov)

**ADDITIONAL INFORMATION**

Application packages may also be hand-delivered to: Department of Public Health, Human Resources Branch, 1501 Capitol Avenue, Suite 71.1501, Sacramento, CA 95814

**SPECIAL TESTING**

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application." You will be contacted to make specific arrangements.

**GENERAL INFORMATION**

If you meet the requirements stated in this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of others who take this test, and all candidates who pass will be ranked according to their scores.

The CALIFORNIA DEPARTMENT OF PUBLIC HEALTH reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

**General Qualifications:** Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others.

**Class specs:** [CEA and Exempt Appointees](#)